C-O-N-F-I-D-E-N-T-I-A-L

*Rec Mgmt 2-1
Forms Mgm*

8 August 1961

TO   :   All Area Records Officers
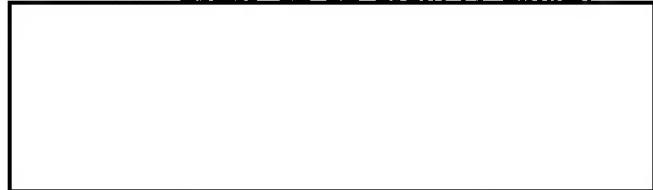
FROM   :   Records Administration Officer

SUBJECT: New Procedure for Processing of Routine Form Reprints

1. In line with the emphasis on a decentralized Forms Management Program, certain forms function will necessarily have to be "farmed out" to the Area Records Officer (ARO). Step one of this plan involves the ARO's assuming a much greater responsibility in the form reprint procedures. The plan, effective 9 August 1961, will be accomplished as follows:

    a. All routine reprint requests for stock forms will go direct from DSCB/OL to the ARO in the component having primary responsibility for the form.

    b. The ARO will send the approved request for replenishment of stock forms back to DSCB/OL through the Printing Services Production Coordinator located in the basement of Administration Building.

    c. Non-stock form reprints requests will also bypass Forms Management and go through the ARO to the Printing Services Division Production Coordinator. The ARO will approve all requests for reprints and indicate approval by signing his name in special instructions section of the Printing Service Requisition. (Printing Services will not process requisitions unless they are approved by the ARO.)

    d. All requests for new or revised forms, both CIA and other Government Agency; changes in status of forms such as obsoletions, changes in shipping category, and sterility, will continue to be processed through Forms Management.

    e. This new procedure will require a more critical review of forms by the ARO. He will need to question quantities ordered, need, preclassification, duplication, eliminate forms wherever he can and generally try to sharpen up reprint procedures.

2. All DD/P forms action will continue to be processed through the DDP/RMO.

3. We will be happy to assist the ARO with any problems he may have in effecting this procedural change in an orderly manner.

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MORI/CDF

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